Chairman.

Directs activities, curricula and personnel in the American Studies Department which is a teaching and research department at the undergraduate and graduate (M.A., Ph.D.) level. At present the department offers some 34 courses each semester for undergraduates and graduates. Available for consideration by those interested is the five-year review statement on the department which was completed during 1974-1975.

The responsibilities of the Chairman are detailed in the some 50 pages of the Department Chairman's Handbook of 1968, subsequently enlarged and revised. Among the more important functions of the Chairman are:

- Maintains liaison and acts on the Department's behalf in all matters pertaining to the Department with the Mānoa campus administration and the University system as a whole.
- Maintains relationships with the community beyond the Mānoa campus to provide information and services when needed with the State Legislature, the Department of Education, interested community groups and individuals who might have need of the Department's services.
- Coordinates all instructional activities, including the preparation of courses for fall and spring scheduling, summer offerings and off-campus teaching.
- Prepares the Department's budget requests and supervises expenditure of funds received from all extramural funding.
- Reviews and makes recommendations relating to all personnel functions of the Department, including the hiring of new personnel, the promotion and tenure of all existing personnel, the selection of graduate assistants, the supervision of all non-instructional personnel. In short, handles the forms and processes all information relating to personnel in the Department.
- Files periodic reports and complies with requests for information from the various internal and external organizations involved in University governance.

On a final note, the Chairman in American Studies is also a teaching member of the Department who receives only a partial reduction in teaching responsibilities for his/her administrative responsibilities. As such the Chairman/Chairperson is also expected to conform to the functions and responsibilities of the instructional staff.
Instructional Staff.

The Department of American Studies adheres to the provisions of the Faculty Handbook and the Collective Bargaining Agreement regarding the conditions for performance of instructional staff. Hiring, contract renewal, promotion and tenure are based upon adequate performance of instructional staff in the areas of teaching, research and community service. Constant review is undertaken in each individual case during probationary periods and, for those in non-probationary categories, there is periodic review. The Department is reviewed overall every five years, including the instructional staff at all levels.

The functions of the instructional staff are clearly spelled out in the Faculty Handbook and the Collective Bargaining Agreement. Among the more important functions of the instructional staff are:

- Provides a level of instruction commensurate with University level teaching.
- Provides a level of research and self-improvement commensurate with University proficiency.
- Provides services to the community based upon University level expertise and knowledge.
- Is available to students and community groups at regular and stated times who have need of the expertise of the instructional staff.
- Prepares courses and instructional materials which will best serve the needs of the students, ones own colleagues in the field, the community both in Hawaii and those beyond Hawaii's shores.
- Maintains and enhances contact with others in the areas which will work to the mutual benefit of the University of Hawaii, its community and the larger world community of those concerned with American Studies. This last, I should point out, requires the cooperation of the administration and State which has placed severe restrictions on travel and correspondence between the instructional staff and their colleagues in other places.

APT Personnel.

We do not have any APT personnel at this time.

Civil Service Personnel.

The American Studies Department relies heavily upon the civil service personnel to assist in the carrying out and development of the services provided by the instructional staff. The functions
of the civil service personnel have been spelled out in detail in the Job Description filed in the Personnel Office. Among the more important functions of the civil service personnel are:

- Helps the Chairman maintain liaison with the Manoa campus administration and the University system as a whole.
- Maintains relationships with the community beyond the Manoa campus by supplying information requested of the State Legislature, the Department of Education, interested community groups and individuals who might have need of the Department's services.
- Coordinates all information relating to instructional activities, including the preparation of departmental offerings.
- Handles the collection of information regarding hiring, contract renewal, promotion and tenure for all members of the Department.
- Prepares all reports required of the administration and outside agencies.
- Maintains the continuity of the Department while administrative and instructional changes occur in such crucial areas as budget preparation, routing of requests, scheduling of courses, expenditure of resources and helping the Chairman maintain his/her sanity.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ART
(Arts and humanities)

Chairperson

Directs activities, curricula and personnel in the Department of Art, consisting of the following programs: Ceramics, Design, Drawing/Painting, Printmaking, Textile Design, Sculpture, Fiber Arts and History of Art.

The studio programs range from introductory and service courses to specialized training on the Master's level.

The history of art program emphasizes the study of Asian and Pacific art, offering the M.A. degree.

Instructional Staff

Provides instruction, conducts research and undertakes community service pertaining to the eight programs mentioned above.

APC Personnel - Slide Librarian/Curator

Looks after the slide library, preparation, augmentation, organization. Takes care of its physical facilities.

APC Personnel - Shop Technician

Instructs in the use of equipment. Helps students with construction of projects. Maintains the equipment.

APC Personnel - Assistant to the Chairperson

Organizes student pre-registration, handles registration, and generally advises undergraduates. Schedules courses, helps with budget planning and generates statistics. Maintains facilities in general.

Civil Service Personnel

Provides secretarial, clerical and computing support to the administration of the Department.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT HONOLOLU
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF DRAMA AND THEATRE
(Arts and Humanities)

Chairman

Directs activities, curricula and personnel in the Department of Drama and Theatre.

Coordinates instructional activities.
Prepares unit's budget requests.
Reviews and makes recommendations in regard to all personnel actions involving members of the department.
Establishes and initiates committees of faculty members to undertake particular tasks that will increase efficiency of department.
Supervises Civil Service and APT personnel activities.
Prepares class and course schedules and assignments of instructors of same.
Maintains records of all faculty and students.
Approves and reviews choices of material for public performances; oversees schedules for same.
Performs all duties relevant to position as graduate student advisor and chairman of graduate field of study.
Oversees all public relations activities of the department.
Prepares reports required by College of Arts and Sciences, University, City, and State agencies.

Instructors/Staff

Provides instruction, conducts research and undertakes community service pertaining to drama and theatre activities.
Provides guidance and counseling for students.
Prepares and presents public performances of dance and drama.
Provides technical support for such public performances.
Provides technical and artistic expertise to community organizations.

APT Personnel

Specialist

Provides professional and technical support to Instructional, research and academic support to activities within the department.
Assists in preparation of budget of University Theatre.
Prepares publicity program for that activity.
Oversees box-office operation of University Theatre.
Supervises student personnel used in such operation.
Selects and supervises student personnel in front-of-house operation of University Theatre.
Keeps accurate financial records.
Keeps written and photographic records of all University Theatre productions.

Specialist

Provides technical expertise and labor in construction of theatre sets and crew functions related to all backstage efforts connected with University Theatre productions.
JWIL Service Personnel

Acts upon incoming materials and deals with them and/or routes them to appropriate staff member.
Has responsibility for all correspondence related to inquiries about curricula, assistantships, scholarships, theatre programs and its operation.
Prepares reports for the Chairman and other staff members.
Prepares instructional material for faculty.
Prepares playscripts for auditions and rehearsals.
Selects, lays out, and supervises clerical work of student employees.
Prepares and keeps files pertinent to Chairman’s use.
Assists in supervision of budget and keeps records of departmental and production expenditures.
Prepares purchase orders and authorizations for contractual payments.
Administers petty cash account of $300 and maintains disbursement records.
Operates a variety of office machines and equipment.
Takes and transcribes dictation involving all manner of reports in production and scholarly area.
Assists in preparation of student records.
Assists in registration procedure.
Orders audio-visual equipment and office supplies.
Processes appointment forms and oversees records of same.
Sorts and distributes mail to department personnel and students.
Chairman.

Directs activities, curricula and personnel in the Department of History. (The Department offers a wide range of undergraduate and graduate instruction in history, teaching its own majors and providing service courses for the entire University.)

- Coordinates instructional activities.
- Prepares unit's budget requests.
- Reviews and makes recommendations in regard to all personnel actions involving members of the department, and recruits new faculty.
- Represents Department to the administration and the public and provides liaison with other organizational units of the University.

Instructional Staff.

Provides instruction, conducts research and undertakes community service pertaining to both history and public affairs (emphasizing concern for relevant historical influences).

Civil Service Personnel.

Provides continuity within the department. Service the instructional staff by typing materials for publication, correspondence, class handouts. Assists students and the public with information regarding the policies and procedures of the department and the university.
The objectives of the University of Hawaii Music Department are: (1) to provide undergraduate and graduate instruction and co-curricular events which are (a) components within a broad liberal background (B.A.); (b) a preparation for teaching music in elementary and secondary school (B.Ed., M.A. in music education); (c) a preparation for professional performing, composing, private teaching or teaching music at the college level (D.M., M.A., M.M.) and (2) to provide opportunities for research and service which are consonant with the instructional program.

Department Chairman

Directs departmental activities undertaken in conjunction with above objectives.
Coordinates instructional functions of the department, i.e. scheduling, room assignments, ordering of materials, etc.
Oversees preparation of departmental budget request and disbursement of allocated funds.
Reviews and makes recommendations on personnel actions involving members of the department.
Coordinates public concerts and other events presented in Dole Auditorium and other music facilities.
Oversees other administrative tasks, i.e. correspondence, student advising, etc.
Represents the department to other units of the University and the community.
Continues functioning as faculty member part-time.
Performs numerous other functions detailed in the "Handbook for Department Chairman."

Instructional Staff

Provides instruction, conducts research and undertakes community services in the form of presenting concerts, participation in various musical organizations and other music related activities of an educational or professional nature.
Offers academic advice to students, personal counseling when appropriate.
Research in music frequently involves preparation and performance in live music, as well as the traditional academic scholarly research.
Concerts offered to the public present an important aspect of contact between the University and the community, in addition to a full range of musical programs extending from traditional serious music to performances of various ethnic traditions.

The department presents the marching band at various athletic events.

APT Personnel

One Audio Technician is employed in the department. His function is to maintain the recording and other audio equipment in the department, to record concerts, and to prepare instructional materials as needed.

One Administrative Assistant is employed in the department. His functions are to manage the physical plant—including bookings into Orvis Auditorium, equipment inventory, supervising monitors for practice rooms and listening room assignments, to oversee the Departmental scholarship program, and to provide general assistance for the functioning of the administrative unit of the Department.

Civil Service Personnel

Two secretarial personnel perform the necessary administrative work, ranging from routine clerical functions to complex and confidential personnel and fiscal records, supervision of student help, maintenance of inventory, preparation of instructional materials, correspondence, concert programs, etc.
Chairman.

 directs activities, curricula and personnel in the Department of Philosophy.

 Coordinates instructional activities.
 Prepares unit's budget requests.
 Reviews and makes recommendations in regard to all personnel actions involving members of the department.
 Assists in the registration procedures during both academic year and summer session.
 Attends to correspondences with students seeking admission to the program.
 Carries the responsibility of advising both graduate and undergraduate students throughout the year.
 Serves as Chairman of the Graduate Field of Study.
 Maintains channels of communication with other departments.
 Carries a half-time teaching load and conducts research.

 Academic Staff.

 Provides instruction, conducts research and undertakes community service.
 Teaches undergraduate and graduate classes; conducts seminars; provides tutorial instruction for undergraduate and graduate students; directs theses and serves on thesis committees.
 Conducts research for instructional purposes; conducts research leading to publications.
 Provides services to the university on both administrative and policy committees of the university—within the department, in the College of Arts and Sciences and in the Manoa Faculty. Participates in the community organizations.
 Participates in public forums and give public lectures, both on campus and in the community organizations.

 Civil Service Personnel.

 Organizes, coordinates, and facilitates the operation of the department office.
 Provides secretarial services to the Chairman and faculty members.
 Establishes, revises, and maintains files for both faculty and students.
 Maintains fiscal and inventory records.
 Prepares all requisitions and purchase orders and follows up on orders deliveries.
 Supervises the work of student help.
 Assists the chairman with registration during both the academic year and summer session.
The Department of Religion offers approximately 30-35 daytime sections of courses (including Honors and Freshman Seminar sections) per semester with an enrollment of approximately 2,700 students per academic year. Currently there are 13 active undergraduate majors and 2 second majors. Also, there are about 15 graduate students who are working for a M.A. degree in Asian Religion.

Chairman:

1. Coordinates and directs curricula and personnel in the Department of Religion.

2. Coordinates instructional activities of 8 full-time faculty and 4 to 6 part-time teaching assistants.

3. Initiates and works through decision-making process regarding course offerings and modifications.

4. Solicits, suggests, and reviews proposals regarding curricula innovations and changes.

5. Monitors registration and schedule modifications.

6. Processes evaluation of courses and teaching.

7. Encourages professional development of instructional staff.

8. Prepares unit’s budget requests and physical plant suggestions in consultation with faculty.

9. Consults, reviews, and makes recommendations in regard to all personnel actions involving program members, including appointments, reappointments, tenure, promotion, merit increments, and evaluation of Civil Service personnel.

10. Teaches 9 hours and supervises directed reading and research. Advises undergraduate students. (Graduate students are advised by Graduate Chairman.)

11. Coordinates and develops continuing education and community service projects. Serves on several community committees related to continuing education. Also is involved in public relations for Department and University.
12. Responds to administrative requests for information, special reports, and routine data.

11. Presides at faculty meetings, attends College and University committee meetings.

14. Meets and hosts visitors and prospective staff members.

15. Responds to community inquiries regarding Religion, religious groups, and customs. Provides linkage between individuals and groups within the community. Speaks to community groups.

16. Seeks to stimulate research interests of faculty.

Instructorial Staff:

Each faculty member teaches at least 9 credit hours per semester and generally supervises individual directed reading and research. Keeps office hours, consults with students regarding academic and career matters. A number of faculty do student counseling regarding personal development and problems. Several faculty serve on College and University committees and have provided leadership for the faculty senate and other bodies. Most of the faculty provide community service through volunteer consultation, speaking, committee membership, short-term projects, etc.

Civil Service Personnel:

Department Secretary manages office, supplies, correspondence, keeps record of Department finances and all aspects of student records for both undergraduate and graduate students, works with Chairman on his tasks, reminds him and other faculty of deadlines, engagements, receives visitors, responds to numerous inquiries and routes phone calls, etc. Supervises and maintains physical facilities and equipment, mail service, typing and duplicating source material. Supervises student employees. Supervises all aspects of registration and scheduling procedures. Has considerable public relations with students, faculty, and statewide community.

ATT: None
Chairman

Directs curricular and personnel matters and other activities in the Department of Speech. The Department offers a curriculum of twenty-eight undergraduate and graduate courses in the regular semesters, summer sessions and continuing education division. It conducts a co-curricular forensics program, a reading hour program, a building speech confidence laboratory, and assists in the Hawaii Speech League (HSL) of the local high schools. It houses the Communication Association of the Pacific (CAP), an international professional speech-communication organization.

Coordinates instructional activities.

Prepares Department's budget requests.

Reviews and makes recommendations in regard to all personnel actions involving members of the Department.

Provides instruction in speech.

Supervises independent-study programs.

Reviews faculty-research activities and community-service programs.

Supervises Department's administrative services.

Recruits and advises majors.

Coordinates curricular developmental plans.

Instructional Staff

Provides instruction, conducts research, and undertakes community service pertaining to speech and interpersonal relations.

Instructs courses in speech during the regular semesters, summer sessions and for continuing education.

Counsels students.

Develops and conducts a forensics program.

Develops and conducts a reading hour program.

Develops and conducts a building speech confidence laboratory.

Coordinates activities for CAP.
Instructional Staff, continued

Provides assistance to the Hawaii Speech League.

Conducts research activities in the area of speech; publishes.

Serves community organizations as officers/consultants.

Serves on university community committees as officers/members.

Civil Service Personnel

The senior secretary serves as trusted personal assistant to the chairman having a close and confidential relationship. Plans, organizes, coordinates and facilitates total operation of the department's office using discretion in establishing and correlating established university policies and procedures as well as implementing departmental policies and procedures relevant to the objectives of college instruction, research, publication and community service. Provides operational continuity, especially during the absence of the chairman or when a change in the chairmanship occurs.

Provides and coordinates secretarial support to instructional staff in instruction, research, publication and community-service activities within the department.

Completes fiscal, curricular and personnel reports and requests.

Purchases, issues and maintains equipment; coordinates inventory of equipment.

Ascertains, purchases and issues all departmental supplies.

Conducts course registration activities; coordinates grade reporting.

Coordinates all student records coming through this department.

Coordinates all fiscal and record-keeping of budget matters.

Supervises subordinate; subordinate provides secretarial assistance to both the chairman and instructional staff.

Coordinates student help--hiring, teaching, supervising, etc.